

February 16, 2018 Meeting Minutes

City Operations and Organization Workgroup

Call to Order at 8:05 a.m.

Members present:

Alderman Kelly Russell (chair), Debra Borden, Dana French, Carl Pritchard, Josh Russin, Gayon Sampson

Approval of Meeting Minutes from February 2, 2018, with corrections provided by Debra.

The group discussed the draft questions compiled by Dana. Kelly suggests that we ask what the directors' goals are for their departments. Need to ask about internal versus external clients and what each department's focus is. How much time is spent on short term versus long term issues? Why is so much of city operations grouped under the DPW Director? Originally the idea was that consolidated functions like permits planning and engineering under DPW would make the processes work better and be more integrated. We would be interested in knowing how well that has worked, or not. Was done very intentionally from an engineer's perspective. Also would helpful to ask how the economic development's areas of control are functioning under the current system. Gayon and Kelly have met with the Mayor to discuss staffing in the Mayor's office. Mayor wants to be sure that both the Aldermen and the staff will support the revised structure. Need to get department heads in to speak with us as quickly as possible, so that we can appropriately correspond to the budget process.

Mayor needs preliminary recommendations for his staff, then followed by departmental level recommendations. Include some key job requirements that should go into the job descriptions. Chief of staff who reports to the Mayor, and Deputy chief of staff and Administrative Assistant that report to the Chief of Staff. We can prepare a draft position description for each position during our next couple of meetings after or before we interview the first department heads.

The interviews: will the department heads be comfortable with a chief of staff? Probably will welcome the guidance and clarity.

Communications: normally there are two positions; one a political spokesperson and one a public information officer that handles all the legal requirements for public information act. Currently the PIC acts more as a press agent who coordinates press releases, but acts minimally in the other areas. Also the NAC system is not be utilized well. One way to energize public involvement and civic engagement so a communications director is needed not only to utilize existing structures but also technology.

Next steps:

1. Send out questions and schedule of meetings to department heads with couple of revisions.
2. Set up interview with first department head.
3. Flesh out Mayor's office structure in writing.
4. One of us will attend the Communications Workgroup.
5. Start interviews with DPW Director

Public Comment: None.

Meeting adjourned: 9:a.m.

Minutes prepared by Debra Borden